

Best Practices – Employer Internship Manual

- Research your organization's needs beforehand.
- Set internship goals and create a position description that will ensure all parties involved understand what is expected of the intern.
- Make the internship count for your agency and the intern by assigning the intern meaningful tasks.
- Identify an internship mentor who is willing to train or teach and possesses knowledge of the project and the organization.
 - The intern mentor should be prepared to hold regular meetings with the intern and provide timely, constructive feedback.
- Understand the legalities: Internship programs must meet the requirements of the [U.S. Department of Labor – Wages and the Fair Labor Standards Act](#).
- Do not forget that the search and application process for students should happen the semester before the semester they intend to start their internship. Account for this when recruiting.
 - Begin recruitment early (three to four months before you need the intern) to ensure you receive plenty of qualified applicants.
- Have a fully developed internship program prior to posting the position and commencing the recruitment process to optimize your efforts.
- Carefully select, screen, and interview internship candidates.
- Work with interns to set reasonable, personal goals that reflect the needs of the organization and the intern. Complete a learning agreement with your intern once goals are defined.
- Plan to provide the intern with a thorough orientation to the organization. Inform the intern of organizational policies and procedures, give them a physical or virtual tour of the office, and introduce them to other staff.
- Provide regular and constructive feedback throughout the internship to foster professional growth and development in interns.
- Prepare a formal, end-of-internship evaluation meeting or exit interview to review the goals set at the beginning of the internship.
- Be sure to report to Career and Talent Development the success of your program. We would love to hear how many students you hired for internships and full-time positions.